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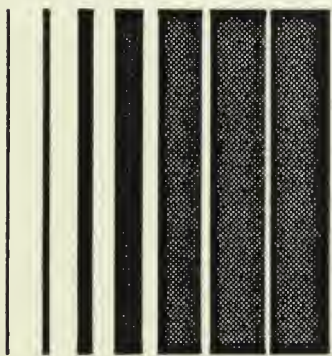
Special Field Reports

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A User's Guide

Massachusetts Department of Public Welfare


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Introduction

The *Special Field Reports User's Guide* provides information and instructions on reports, generated by outside agencies, which local offices receive. This guide contains features to ensure that staff with various levels of training and experience will understand them.

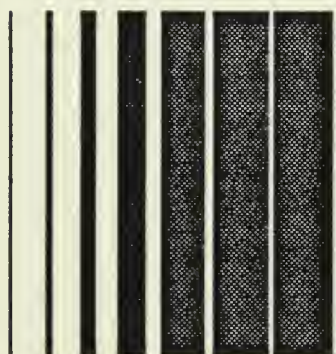
New workers may refer to overviews located at the beginning of each chapter, which describe the content of the documentation. Also, data element descriptions and graphics have been furnished to increase comprehension and eliminate time-consuming attempts to retrieve additional information.

The *Special Field Reports User's Guide* is updated as necessary to reflect any changes. These changes are issued in Special Field Reports User's Guide Updates, which are sequentially numbered and dated. All changes are identified by the symbol  placed at either the beginning of the document or next to the actual change. The month and year that the changes occur are displayed in parentheses in the lower inside corner of any pages which have been changed.

The *Special Field Reports User's Guide* consists of the following chapters.

Chapter I: Special Field Reports Overview introduces you to the purpose of Special Field Reports in an effort to implement agency-wide cooperation, assist in providing timely and accurate service and decrease errors. Also included is a chart showing report frequency and distribution.

Chapter II: List Of Children With Active Status On FMCS Dependent File Who Have Been Identified By Title IVE Program report has been developed jointly by the Department of Social Services (DSS) and the Department of Public Welfare. It provides DSS case data for local office staff to investigate an ongoing AFDC payment for a child now in out-of-home placement.



Chapter I:

Special Field Reports

Overview



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<https://archive.org/details/specialfieldrepo00mass>

The Special Field Reports User's Guide contains detailed descriptions of special field reports produced by outside state agencies and distributed to the local offices. Included in each description is a facsimile and a summary of the report. The summary includes:

- the purpose of the report;
- special features of the report; and
- a definition of each data element displayed on the report.

Also included in this volume is a chart listing all the special field reports, which includes the following information:

- report name;
- frequency; and
- distribution.

This User's Guide provides a means to comprehend and implement case and/or client action on reports that are generated by outside agencies. These reports can come from various sources, such as the Department of Social Services (DSS), or the Department of Revenue (DOR).

The first report in this series is the "List of Children With Active Status On FMCS Dependent File Who Have Been Identified By Title IVE Program" Report. As additional reports are documented, they will be included in Volume 6.

Special Field Reports Chart

This section contains a chart for key special field reports produced by various state agencies.

Report Name	Frequency	Distribution
List of Children with Active Status on FMCS Dependent File Who Have Been Identified By Title IVE Program	Quarterly	Local Offices



Chapter II:

List of Children . . .

Workers are to review their cases displayed on the report. **These are error-prone cases and should be acted upon immediately.**

A match is obtained when the child's SSN on the DSS file matches the child's SSN on PACES.

- If the SSN matches, data from the DSS file and the PACES Dependent File will be displayed.
- New dependent names will be added only when updates are performed. Once a dependent's name is displayed on the report, it will continue to appear until an action is taken. A message, "Child was listed on prior run of report," will appear at the bottom of a recipient document to indicate that the child's name was displayed in a previous run of the report.

Local office workers have the following responsibilities upon receipt of this report, in accordance with 106 CMR 303.230 in the *AFDC Policy Manual*:

- Contact each grantee, by either telephone or mail, and set up an appointment to review the case.
- Determine if the child is living with the grantee.
 - If the child is living with the grantee or discrepant data appear on the report, verify this information with the DSS worker listed on the report, determine whether the child is still eligible to receive benefits, and take appropriate action.
 - If the child is not living with the grantee, review the case for accuracy and take appropriate action.

Note: A child for whom foster care payments are being provided is ineligible for AFDC. See 106 CMR 304.305(E)(2) in the *AFDC Policy Manual*.

- Annotate the individual recipient documents indicating what action has been taken, if any, and return within 10 days of receipt of the report to Field and Eligibility Operations at Central Office.

(The original should be sent to Eligibility Operations, one copy placed in the case record, and one copy given to the local office director or designee.)

- Contact the DSS worker listed on the recipient document if you have any questions about that particular dependent. DSS staff will receive a copy of this report for their case file.

The following chart describes the information displayed in each field of this report.

<i>Field</i>	<i>Description</i>
Region	one-digit number identifying the welfare region responsible for the case
WSO	three-digit number identifying the local welfare office responsible for the case
DSS Data	information collected from DSS computer files
DPW Data	information from PACES that matches DSS data
Name	name of child in placement
AKA Name	other name of child in placement
DOB	date of birth of child in placement
Date Into DSS Care	date placement payment began
Current Location of Child	indicates type of child's current placement

<i>Field</i>	<i>Description</i>
DSS Area	location of DSS office responsible for the case
DSS Worker	name of DSS worker responsible for the case
Area Office Phone No	telephone number of DSS office responsible for the case
Child's SSN	nine-digit social security number or facsimile number of the child in placement
Consumer Number	the DSS case number of the child in placement
Case SSN	nine-digit social security number or facsimile number of grantee (from PACES)
Case Head Name	name of grantee (from PACES)
Child Number	two-digit client number of child in placement (from PACES)
Category	one-digit code indicating the category of assistance of the grantee (from PACES)

<i>Field</i>	<i>Description</i>
Action Code	one- or two-digit code indicating the dependent's eligibility code/action reason from Appendix C in <i>Systems User's Guide</i> , Volume 1, PACES
Dep Start Date	date the child in placement became active (from PACES)
Dep Susp Date	the last PA closing date of the child in placement (from PACES)

